

## Wyoming Court Security Commission Court Security Standards Checklist

<b>City:</b>	<b>County:</b>			<b>Address:</b>
<b>Type of Court:</b>				<b>Phone:</b>
<b>Court Security Equipment (Minimum Recommendations)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes, Local Comments and Recommendations. Feel free to attach additional pages if needed.</b>
Magnetometer (at each Court entrance)				
Handheld Detectors				
Mandatory search information signage				
Lock box for personal property				
Gun locker				
Portable radios w/ earbuds and chargers				
Handcuffs				
Cordless Phone at security station				
Search mirrors/Pole mirror				
Rubber Gloves				
Adequate lighting				
Tables or carts for property display				
Hand sanitizer				
Property trays				
Clip boards				
Flashlights				
Property bags				
<b>Optional Court Security Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
Long gun/Shotgun				
Tazer				
First aid kit/life-pak defibrillator				
UA kits				
Alco-Sensor				
Field Test Kits				
Crowd Control Barriers				
X-ray Machine				
<b>Training</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes</b>
WLEA CS Training				
US Marshals CS Training				
County CS Training				
Other				

## Commission Members and Contacts

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Parking Lot and Outer Facility	YES	NO	N/A	Notes
Is there parking lot protection that would prevent a high speed approach				
Does the parking lot have barriers, gates, and entry and exit points?				
Is the parking lot separated from regular civilian traffic and worker's traffic?				
Is the detainee area separate from worker's and civilian's areas by sight and sound?				
Is there CCTV covering the parking lot?				
Is the parking lot well lit?				
Is the perimeter of the parking lot protected by a fence?				

Outer Facility Structure	YES	NO	N/A	Notes
Are the exterior walls made of a material that will provide protection from ballistic penetration?				
Are the exterior windows protected from ballistic penetration?				
Are entry doors and security doors ballistic and forced entry resistant?				
Is there CCTV covering doorways and heavy foot traffic areas?				
Is the employee entrance secured with admittance only by key, key code, or card reader?				

Interior Facility Public Areas	YES	NO	N/A	Notes
Is there an interior civilian main entrance, funnel/choke point through a manned security check point?				
Is there a physical, interior separation for employees and civilians?				
Are there separate restroom facilities for the public, employees and detainees?				
Is there CCTV monitoring hallways, security areas and office space?				
Is there ballistic protection at the clerk's space where contact is made with the public?				
Facility Equipment	YES	NO	N/A	Notes
Is the CCTV control room located within the employee interior office space areas?				
Are interior doors leading into employee work space secured by key, key code or card reader?				
Are there metal detectors at the check point/security stations prior to entry into the main facility and court room areas?				
Are there panic and/or distress buttons and an alarm system located in the heavy traffic areas and secured zones of the facility?				
Is the facility protected against cyber attack to hard drives?				
Are the facility's electric, phone, water and HVAC systems protected?				
Facility Procedures	YES	NO	N/A	Notes
Is there an appropriate level of manpower for performing security duties while also operating all security equipment and check points in the facility during normal working hours?				
Is training available for employees on the duties and actions they should take in the event of a security breach?				
External Training and Response	YES	NO	N/A	Notes
Is there annual training for all responding agencies that includes exercises for improving response time, knowledge of the facility and emergency actions and procedures?				

Are there any additional safety/security concerns at your facility?	YES	NO	N/A	Notes
Has your facility ever used Homeland Security funding in the past? If Yes what were the funds used for?	YES	NO	N/A	Notes
What are your facility's top three priorities? List barriers and solutions to achieving those priorities.				
1.				
2.				
3.				
Have there been annual reports submitted to the Court Security Commission in the past? If not, would you need assistance?				
*****This space is left blank for any additional information as needed*****				